



1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

B. The position announcement will be provided to the Yuma County Bar Association.

3. The announcement shall include:

- A. Qualifications for the position.
- B. Identification of the appointing authority.
- C. Salary.
- D. Physical location (s) of duty post (s).
- E. Equal Opportunity Employment Statement.
- F. Special requirements or skills as approved by the Presiding Superior Court Judge.

4. Application for special judicial officer positions will include the following:

- A. An application using the approved Yuma County NeoGov employment application form.
- B. Supplemental Application for Superior Court Commissioner.
- C. A resume which describes background, all aspects of personal and professional background, qualifications, experience, and any pertinent information related to the position applied for.
- D. Three professional and three personal references.
- E. Applications and resumes will be forwarded as directed on the position announcement.

5. The selection process will be such as to be sensitive to representation of the ethnic, gender and political diversity of the community and area or jurisdiction of that judicial officer's court. The process will consist of:

- A. The Presiding Superior Court Judge appoints a Selection Committee comprised of no less than three individuals. The Selection Committee shall disclose among themselves to the Presiding Judge any cause for bias in favor or against any applicant reviewed.
- B. Responsibilities of Selection Committee members include recruitment of qualified applicants including qualified minority and women candidates who may not otherwise apply. The Selection Committee shall review all applications, interview selected applicants and recommend one or more applicants. Unless otherwise provided by this Order, screening and selection of applicants for

1 interviews, as well as interviews and selection of nominees to be forwarded to  
2 the presiding judge for the subject court shall follow the procedures set forth in  
3 Rules 7 and 8 of the Arizona Supreme Court's Uniform Rules of Procedure for  
4 Commissions on Appellate and Trial Court Appointments.

5 C. The Court Administrator or her designee will coordinate all Selection  
6 Committee activities, will provide to members a screening tool approved by the  
7 Presiding Superior Court Judge, and will be responsible for all administrative  
8 duties pertaining to screening, selection and appointment.

9 D. Selection Committee members will rank the applicants and forward  
10 those rankings to the presiding judge of the court the appointee will serve,  
11 including recommendations and comments. If the presiding judge of the court in  
12 which the appointee serves recommends any applicant other than the one ranked  
13 first, justification must be included. The Presiding Superior Court Judge will  
14 make the ultimate selection and appointment.

15 E. The Selection Committee shall choose no more than eight applicants and  
16 shall recommend for appointment no more than three applicants, ranking them  
17 1 through 3 with 1 having the highest ranking.

18 F. The Selection Committee will consist of a minimum of:

- 19 1. An attorney who is a member of the Yuma County Bar Association;
- 20 2. A member of the public;
- 21 3. An individual appointed by the Presiding Superior Court Judge.

22 6. Appointment of a special judicial officer will be for a maximum period of 12  
23 months generally coinciding with the July 1 fiscal year. Re-appointment will depend on an  
24 annual evaluation performed by the judge of the court in which the special judicial officer  
25 serves.

26 7. Evaluations will contain the minimum information:

- 27 A. Term of appointment.
- 28 B. Date appointment is to expire.
- C. Information from both professional and public participants in the legal  
process.
- D. Recommendation for salary changes, if any.

1 E. Statements by the judge of the court in which the appointee serves,  
2 including assessment of job performance, training needs, if any, and assessment  
3 of the appointee's impact on the judicial process within that court.

4 8. Part-time special judicial officers shall be elected under the same process as full-  
5 time appointees. Evaluation and education requirements shall also be the same.

6 9. Temporary appointments of full and part-time special judicial officers shall be  
7 made by the Presiding Judge in a manner which serves the best interest of the court. Such an  
8 appointment will not exceed 12 months, and any subsequent appointment must be made in  
9 accordance with the requirements of normal appointments of special judicial officers.

10 10. Volunteers or employees of a court who also perform other duties in addition to  
11 special judicial officer responsibilities will not be subject to the rules herein for full and part-  
12 time appointees. The judge of the court in which the judicial officer is appointed shall  
13 recommend appointment to the Presiding Judge, based on the unique responsibilities and status  
14 of the employee, the Presiding Judge will determine on a case by case basis these individuals  
15 in which this rule applies.

16 11. The judge of the court in which the full or part-time judicial officer resides shall  
17 certify to the Presiding Judge that each appointee has met the following:

18 A. New employee orientation at the county and Superior Court levels as  
19 appropriate.

20 B. COJET requirements.

21 C. Has received training and education appropriate to the duties performed  
22 and comparable to that received by the judge or judges of that court.

23  
24 DATED this 8<sup>th</sup> day of January 2021.

25  
26  
27  
28  
Honorable David M. Haws  
Presiding Judge

**Copies to:**

Hon. David M. Haws, Division 4, Presiding Judge,  
Hon. Brandon S. Kinsey, Division 6, Associate Presiding Judge  
Hon. R. Erin Farrar, Division 2, Presiding Juvenile Judge

1 Hon. Mark Wayne Reeves, Division 1  
2 Hon. Larry Kenworthy, Division 3  
3 Hon. Roger A. Nelson, Division 5  
4 Hon. Stephen J. Rouff, Commissioner 2  
5 Hon. Levi Gunderson, Commissioner 3  
6 Hon. Lynn Fazz, Clerk of the Superior Court  
7 Hon. Jon R. Smith, Yuma County Attorney  
8 Hon. Gregory Stewart, Yuma Justice  
9 Hon. Juan Guerrero, South County Justice  
10 Hon. Russ Jones, Wellton Justice/Municipal  
11 Hon. James Coil, Yuma Municipal  
12 Hon. Nohemy Echavarria, San Luis Municipal  
13 Hon. Manuel Figueroa, Somerton Municipal  
14 David K. Byers, Administrative Director, AOC  
15 Kathleen M. Schaben, Court Administrator  
16 Ryan M. Byrd, Chief Adult Probation Officer  
17 Tim Hardy, Director of Juvenile Court Services  
18 Dona Miller-Robbins, Caseflow Manager  
19 Susan K. Thorpe, County Administrator  
20 Michael Breeze, Yuma County Public Defender  
21 Terri L. Capozzi, Yuma County Legal Defender  
22 Yuma County Bar Association  
23  
24  
25  
26  
27  
28